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Assistant Director for Special Operations

11 June 1947

Deputy Director

Personnel Assessment Program

1. With the present progress of organization and recruiting, it is believed that the extensive personnel assessment program now carried on by your office for OSO and other CIG personnel can be sharply curtailed in the reasonably near future without detriment to our future program.

2. It is not intended to abolish this program, but merely to fit it to the actual needs of CIG for future operations.

3. Effective 1 September 1947 it is desired that your assessment program be incorporated into your personnel program, and that staffing for this purpose be limited to one or two qualified individuals to be assigned to your Personnel Division. At the same time the technical requirements for assessment for the balance of CIG personnel will be met by one qualified individual who will be assigned to the CIG Personnel Division.

4. This advance notification is being given in order that you may --

a. Plan your future assessment program accordingly.

b. Select the individuals to be retained for this specific purpose.

c. Coordinate with the CIG Personnel Division in selection of the individual to be assigned or retained by that division for this purpose.

d. In coordination with the CIG Personnel Division, reassign to other than assessment positions to the extent of the availability of such positions and the additional qualifications of the personnel concerned those individuals now assigned to assessment duties who will no longer be required for that purpose after 1 September.

e. Give sufficient advance notification to individuals concerned to enable them to make plans now for future assignment, either within CIG or elsewhere, depending on whether or not further employment will be available for them in CIG and their desires in the matter.

cc: Personnel Division  
cc:

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